

MEMORANDUM FOR: Personnel Director

SUBJECT : Personnel Situation in Basic Intelligence  
Division, Office of Research and Reports.

1. For some time the Basic Intelligence Division has been operating at approximately 75% of its authorized strength. As a result, the backlog material for printing and distribution has been increasing at an alarming rate.

2. In view of the importance of having basic intelligence material as nearly current as possible, it is suggested that your office look into this situation and do everything consistent with present policy to bring the personnel of the Basic Intelligence Division to the strength required to meet its work load.

3. One possibility for quick relief in this situation is to give consideration to the number of people presently on duty in the Agency and classified as clerk-stenographers or clerk-typists who were recruited to be analysts and other similar classifications. This, moreover, would solve one of our present personnel problems.

L. K. WHITE  
Acting Deputy Director  
(Administration)

SA:DD/A:WHM:ath  
7 July

Distribution: 1-chrono  
1-subject